



# DFAS-CIVILIAN PAY For Deploying Civilians

*Defense Finance and Accounting Service*

## **Camp Atterbury Theatre Support Group**



# Overview



- ✓ Pay Caps and Waivers
- ✓ Impacts to Leave
- ✓ SF-1190 and Foreign Allowances
- ✓ Rest & Recuperation (R&R) Trips
- ✓ Timekeeping
- ✓ References
- ✓ Q&A



- Employing agency will fax copy of completed bi-weekly pay cap waiver to DFAS at 866-401-5849

## SAMPLE WAIVER

DFAS-DOP

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Waiver of the Biweekly Limitation on Premium Pay

Agencies who have employees working in support of emergency operations such as Hurricane Katrina and its aftermath will pay the employees under the annual premium pay limitation rather than the biweekly limitation (See 5 U.S.C. 5547 and 5 CFR 550.106). An employee may receive premium pay under these authorities only to the extent that the payment does not cause the total of his or her basic pay and premium pay for the calendar year to exceed either the maximum annual rate of basic pay payable for a GS-15 step 10 (including locality pay) or the annual rate payable for level V of the Executive Schedule, whichever is greater.

For the Department of Defense (DoD), the authority to determine that an emergency exists has been delegated to officials who exercise personnel appointing authority (normally the head of an installation or activity). DoD policy for this authority is found at <http://www.cpmc.osd.mil/cpm/docs/M1400550.pdf>.

Once the agency has declared the emergency, the installation or activity (e.g. authorized agency designee, Commander, Human Resource Office, etc.), must submit a memorandum to the Civilian Payroll Office via the Electronic Data Management (i.e., imaging) at the DFAS toll free number of (866) 401-5849. The memorandum must contain the following information for each individual (a listing of all employees can be attached or incorporated in the memo):

Name  
Social security number  
Start Date  
End Date (if known)

Omission of an end date could cause the employee to be overpaid, therefore creating indebtedness to the government. If the end date is not known at the time of the original waiver request, then another memorandum that includes the above information must be sent with the end date.

When the payroll office receives the memorandum, they will update the employee record which then allows the Defense Civilian Pay System to apply the annual premium pay limitation rather than the biweekly limitation.

Please be aware this waiver does not apply to recent legislation authorizing an increased annual limitation up to \$200,000 for work in support of Iraqi Freedom.

My point of contact can be reached at (703) 607-5047.

Signed  
Director for Policy and  
Requirements Management



# Common Premium Pay Types



- ▶ Overtime/Comp Time (\*OT is pay, Comp Time is leave)
  - Hours in excess of 8 in a day or 40 in a week.
  - If hourly rate  $\leq$  GS/10-1, overtime rate is time and a half.
  - If hourly rate  $>$  GS/10-1, overtime rate is straight rate or GS/10-1's overtime rate, whichever is greater
- ▶ Sunday Premium (25% of hourly rate)
  - Regular non overtime shift worked, beginning or ending on Sunday.
- ▶ Holiday Premium (100% of hourly rate)
  - Regular non overtime shift worked on a holiday
- ▶ Night Differential (10% of hourly rate)
  - Scheduled (includes OS) that MUST BE worked after 1800 or before 0600.

Premium Earnings at times may not be authorized due to agency preference and/or Pay Scale Conversion





- ▶ Biweekly Premium Pay Limitation (BPL)
  - This is set at GS 15 step 10 rate for your employing locality.
  - When in support of emergency or contingency operation, you are eligible to have the BPL lifted to the Annual Limit for CY 2013. (USD memo dated 4-30-13)
  - See Appendix B for Sample of a Biweekly Pay Cap Waiver
  
- ▶ Annual Premium Pay Limitation (APL)
  - This is set at GS 15 step 10 rate for your employing locality or EX-V, whichever is greater.
  - After completion of 42 consecutive days in a CENTCOM, footnote “n” post, you are eligible to have the APL lifted to \$230,700 for CY 2013. (USD memo dated 4-30-13)





- ▶ Annual Aggregate Pay Limitation (AAL)
  - Different Than Biweekly or Annual
  - Includes all earnings “PAID” in a calendar year
  - AAL is set at \$199,700.
  - After completion of 42 consecutive days in a CENTCOM, footnote “n” post, of either Afghanistan or Iraq, you are eligible to have an Unlimited/Waived AAL.
  
- ▶ **Annual Limit Includes only = Regular pay and Premium Earnings (Coded on Timecard - Overtime, Night Differential, Sunday Premium, Holiday Premium, Comp Time Earned)**
  
- ▶ **Aggregate Limit Includes all “Paid” earnings in current CY = Regular pay, Premium Earnings, Post Differential, Danger Pay, Awards, Relocation Incentives, etc.**





# Leave Reminders



- ▶ Any unused Compensatory time will pay out at the overtime rate 26 pay periods from the date earned (payout not included in AAPL).
- ▶ Unused Time Off Awards (TOA) are forfeited exactly 365 days from the date earned. There is no exigency policy to authorize restoration of any forfeited TOA.
- ▶ Leave ceiling is NOT increased for employees deployed via TDY.
- ▶ Use or lose leave is authorized to be restored for up to two years following return to CONUS assignment per OPM guidance



# Travel Compensatory Time



- ▶ Travel Compensatory Time is coded during travel status to initially get into theater and upon mission complete.
- ▶ Travel Compensatory Time is authorized for required TDY trips for mission required travel.
- ▶ Travel Compensatory Time is NOT authorized to be earned for R&R's taken.
- ▶ Unused Travel Compensatory balances also forfeit after 26 pay periods. There is an exigency policy to authorize not to exceed date be extended up to an additional 26 pay periods. Employee's must monitor their LES and contact their deploying station's CSR to have this extended by the payroll office.







- ▶ Home leave entitlements for employees within the footnote “n” post locations (Iraq/Afghanistan)
  - 15 days accrued after completion of 12 continuous months days in-theatre
  - Two 6-month tours with a break in between is NOT equivalent to 12 continuous months, but a 6-month tour immediately followed by a 6-month extension is.
  - For use only to U.S. or its territories
  - Must return to an overseas assignment
  - Only usable as whole days
  - Cannot be liquidated as cash payment, but no time limit

Employees may have previously earned and met eligibility to use home leave and qualify for usage on R&R, etc.



# Danger Pay/Post Differential



- ✓ When located in-Theatre you may be eligible to receive additional Entitlements depending on Location
  - State Department determines percentage rates for Danger Pay and Post Differential. Currently:
    - Afghanistan: 35% Danger Pay and 35% Post Differential
    - Iraq: (New rates appear on next slide)
    - Pakistan: 35% Danger Pay and 25%-35% Post Differential
    - Kuwait: 10% Post Differential
    - Qatar: 5% Post Differential
    - Bahrain: 10% Post Differential
  - Complete documentation within 5 days of entering theatre:
    - Scan and send completed forms to your HR POC
    - Once you complete **42 consecutive days** in country you are eligible for **Post Differential Pay**
    - **YOU** are responsible for contacting HR to inform them it has been 42 days, Post Differential Pay is not automatic



# Danger Pay/Post Differential



- ✓ Iraq: ***New rates and multiple locations effective 2/24/2013***

Location	Post Differential	Danger Pay
Baghdad	25 %	30 %
Baghdad Diplomatic Support Center	30 %	35 %
Basrah	30 %	30 %
Erbil	25 %	25 %
Northern Iraq	30 %	25 %
Other	35 %	35 %





- ✓ SF1190
  - Complete the SF1190 and Addendum (3 page document) once you have reached your final destination
  - Make sure to include all details of your itinerary
    - Time you depart the US, arrive in Kuwait, and arrive at your next location if moving forward from Kuwait
  - Send to servicing HR POC

## **Modify the SF1190 EACH time you travel between countries**

- See Appendix A for sample SF-1190 (3 pages)



# Top Pay Issues



- ▶ Travel Voucher has not paid the employee's Government Charge Card
  - Partial payments should be scheduled that will pay the traveler and GOVCC every 30 days while deployed
  
- ▶ Fair Standards Labors Act (FLSA)
  - View LES Box 10 for "E" Exempt following receipt of first LES in theatre
  
- ▶ Overtime is only payable for hours worked.
  - Authorization of 12 hours work days does NOT guarantee 12 hours daily
  - Meals, Gym Use, and P/X are examples of hours NOT working.
  
- ▶ Retain copies of all SF1190's, Pay Cap Memo's, your individual work schedule, and any other related deployment documents.
  
- ▶ Taxes
  - Federal civilians do NOT receive tax-exempt benefits afforded to service members or contractors. 26U.S.C. §911(b)(1)(B)(ii)



# Rest and Recuperation (Eligibility)



- ▶ R&R is a privilege and subject to mission requirements. Granting of an R&R trip is not guaranteed.
- ▶ DoD civilian employees assigned to **Iraq or Afghanistan**
  - ✓ 12 consecutive months = up to 3 R&R trips
    - Each not to exceed 10 workdays of excused absence, and all 3 combined NTE 20 workdays
    - Taken at reasonable intervals (60 days or more)
    - “Excused Absence” is a form of leave, identical to admin leave. With regards to R&R, it is not intended to simply mean “permission to be absent from work”.
  - ✓ More than 6 months, but less than 12 = 1 R&R trip not to exceed 10 workdays of excused absence
- ▶ DoD civilian employees assigned to **Kuwait or Qatar**
  - ✓ More than 6 months, but less than 18 = 1 R&R trip, 18 months = 2 R&R's





# Rest and Recuperation



- ▶ Individual R&R trips should not exceed 21 calendar days (including travel time)
- ▶ R&R starts the day the employee leaves the post of assignment, NOT when arriving at his/her destination
- ▶ Must return to CENTOM AOR after R&R
- ▶ May utilize any type of approved leave during R&R
  - ✓ Annual, home leave, comp time, travel comp, leave awards, etc.
  - ✓ Sick leave usage must conform to applicable sick leave policy
  - ✓ Leave only charged for normal duty days (e.g. 8 hr/day, 40 hr/week)



# Timekeeping Procedures



- ▶ In-Theatre supervisor should review and sign for certification purpose
- ▶ Timecards submission is required to home station supervisor for physical certification
- ▶ USFOR-A Policy memo requires all civilians work schedule reflect Sunday through Thursday. Work schedules should be adjusted after arrival in Theater.
- ▶ Home station timekeeper remains responsible for T&A input if no access to automated T&A systems (ATAAPS, EBIS)

**\*\*Get a signed copy of your individual work schedule in writing\*\***

- ▶ See Appendix C for sample time cards





Qatar: Ms. Shannon Gaddis at

Group box email:  
[swa-deployed\\_dod\\_civpay.org](mailto:swa-deployed_dod_civpay.org)





## ► OPM PAY TABLES:

- <http://www.opm.gov/oca/10tables/index.asp>
- <http://www.opm.gov/>

## ► ARMY POLICY:

- <http://www.cpol.army.mil/>

## ► DSSR, OFFICE OF ALLOWANCES:

- <http://aoprals.state.gov/>

## ► Travel Pay Call Center:

- 888-332-7366 or DSN 312-699-0300

## ► Civilian Payroll Call Center:

- 800-538-9043



# Questions

**DFAS**

*Your Financial Partner @ Work*

